

School Nutrition Program:

How-To Submit an Application in MAPS



MAPS
MONTANA AGREEMENT AND PAYMENT SYSTEM

Returning Users: Log On

User ID:
Password:
Log On

Montana Agreement and Payment System (MAPS)
OFFICE OF PUBLIC INSTRUCTION
School Nutrition Programs
Annual Agreement, Meal Claims, Compliance,
Program Operation Forms
and Food Distribution Program

MAPS login information – PLEASE READ

Each MAPS user is assigned an individual username/ID. The user creates their own password to enable access to MAPS. If you are unsure if you have access to MAPS or unsure if you need access or have forgotten your username/ID, please contact the OPI School Nutrition Programs office at 406-444-2501.

Links

- To reset your password, click here...
- Training Management
- Interested in Applying?

[MAPS](#) is a secure system requiring an **assigned** user ID. You will have access to certain parts of MAPS depending on your role.

- Authorized Representative
- Claim Contact
- Food Service Director

Login using your user ID and password.

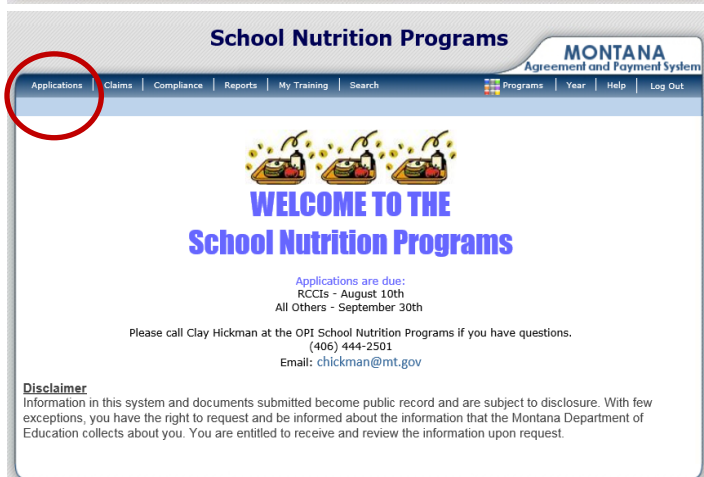
Can't remember your password or has it expired?
"To reset your password, click here..." and follow the onscreen prompts.

You will be asked to provide your user ID.

Please contact us at 406.444.2501 if you do not remember your user ID.



Click the **School Nutrition Programs** tile.



Click **Applications** in the upper left corner to begin updating the online agreement for the 2018-2019 school year.

Please complete by June 30, 2018.

School Nutrition Program:

How-To Submit an Application in MAPS

School Nutrition Programs **MONTANA Agreement and Payment System**

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Applications > School Year: 2017 - 2018

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Potential Sponsor	Potential Sponsor
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grants	Fresh Fruit and Vegetable Grants
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Click **Application Packet**.

School Nutrition Programs **MONTANA Agreement and Payment System**

Applications | Claims | Compliance | Reports | My Training | Search | Year | Help | Log Out

Applications >

Select School Year

0966 Status: Active
Billings Public Schools
DBA: Yellowstone County Treasurer
415 North 30th Street
Billings, MT 59102
Type of Agency: Educational Institution
Type of SNP Organization: Public

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2018 - 2019	07/01/2018 - 06/30/2019	Application Packet on File
2017 - 2018	07/01/2017 - 06/30/2018	Application Packet on File
2016 - 2017	07/01/2016 - 06/30/2017	Application Packet on File

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Click the **2018-2019 School Year**.

School Nutrition Programs **MONTANA Agreement and Payment System**

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2017 - 2018

2017 - 2018 Application Packet

0540 Status: Active
Twin Bridges K-12 Schools
DBA:
216 West 6th
Twin Bridges, MT 59754
Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

The Sponsor has not started in the current year (2018).
Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll Cancel

Click **ENROLL** on the bottom of the screen.

School Nutrition Program:

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You are now in the **Application Packet**.

All items in the Application Packet will be listed. Lists vary based on sponsor participation.

Complete items in numerical order listed below.

Do not complete the items from top to bottom as listed on the screen.

School Nutrition Programs

MONTANA
 Agreement and Payment System

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [My Training](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications](#) > [Application Packet](#) >

School Year: 2018 - 2019

2018 - 2019 Application Packet

0966 Status: Active

Billings Public Schools

DBA: Yellowstone County Treasurer
 415 North 30th Street
 Billings, MT 59102
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:

Packet Approved Date:

Packet Original Approval Date:

Packet Status: Not Submitted

Action		Form Name	Latest Version	Status
View Modify	1.	➔ Sponsor Application	Original	Error
Add	3.	➔ Community Eligibility Provision (CEP) Schedule		Not Started
Details	4.	✓ FSMC Contract List		1 Contract
Add	5.	➔ Fresh Fruit And Vegetable Program Application		Not Started
Details	6.	➔ Checklist Summary (1)		
Details	7.	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program 2.	0	31	0	0	0	0	31

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Submit for Approval
Withdraw Packet

[Show Packet History](#)

1. Sponsor Application
2. Site Applications (Click [School Nutrition Program](#))
3. Community Eligibility Provision (if applicable)
4. Food Service Management Contract (if applicable)
5. Fresh Fruit and Vegetable Application (if invited to participate)
6. Checklist Summary
7. Attachment List

School Nutrition Program:

How-To Submit an Application in MAPS

1. Sponsor Application

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > School Year: 2018 - 2019

2018 - 2019 Application Packet

0966 Status: Active
Billings Public Schools
 DBA: Yellowstone County Treasurer
 415 North 30th Street
 Billings, MT 59102
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	Sponsor Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contract List		1 Contract
Add	Fresh Fruit And Vegetable Program Application		Not Started
Details	Checklist Summary (1)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	31	0	0	0	0	31

[Show Packet History](#)

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Click **Modify** to start the Sponsor Application.

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > School Year: 2017 - 2018

SNP Sponsor Application For School Year: 2017 - 2018

0540 Status: Active
Twin Bridges K-12 Schools
 DBA:
 216 West 6th
 Twin Bridges, MT 59754
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Version: Original

Sponsor Type

1. Type of Agency: Educational Institution

School Year Dates of Operation

2. Operational Dates: Start Date: 07/01/2017 End Date: 06/30/2018

Authorized Representative Certification

☒ This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are the legally binding equivalent of traditional handwritten signatures. By checking the box above, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

[Save](#) [Cancel](#)

Review all fields in the Sponsor Application.
 Add and make changes as needed.

Read the certificate of acceptance agreement and **check** the box to acknowledge electronic signature.

Click **Save** at the bottom of the screen.

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > School Year: 2017 - 2018

SNP Sponsor Application For School Year: 2017 - 2018

0540 Status: Active
Twin Bridges K-12 Schools
 DBA:
 216 West 6th
 Twin Bridges, MT 59754
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

The Application has been saved with errors and warnings.

Information entered is either incomplete or is not in compliance with the Office of Public Instruction rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

[< Edit](#) [Finish](#)

The system will tell you if you have **errors** or **warnings** on the data entered.

Errors: Click **Edit** to fix errors. Save data changes until there are no errors. *Cannot finish or submit with errors.*

Warnings: Click **Edit** to fix warnings. Can Save and Finish with **warnings**.

Click **Finish**.

School Nutrition Program:

How-To Submit an Application in MAPS

2. Site Application

Click **School Nutrition Program**.

Click **Modify** on the first Site Application.

Review all information in the Site Application.
Add and make changes as needed.
Click **Save** and **Finish**.

Click **Modify** to enter the remaining site applications.

Note: CEP schools must choose non pricing under 17 and select CEP from the dropdown in A9 and B9.

School Nutrition Programs

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > School Year: 2018 - 2019

2018 - 2019 Application Packet

0966 Status: Active
Billings Public Schools
DBA: Yellowstone County Treasurer
415 North 30th Street
Billings, MT 59102
Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	Sponsor Application	Original	Error
Add	1. Community Eligibility Provision (CEP)		Not Started
Details	3. Schedule		
Add	4. FSMC Contract List		1 Contract
Details	5. Fresh Fruit And Vegetable Program Application		Not Started
Details	6. Checklist Summary (1)		
Details	7. Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	31	0	0	0	0	31

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Show Packet History

School Nutrition Programs

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > Packet Site List - SNP > School Year: 2018 - 2019

2018 - 2019 Application Packet - SNP Site List

0967 Status: Active
Lockwood Elementary
DBA: Yellowstone County Treasurer
1932 U.S. Highway 87
Billings, MT 59101
Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Site ID / Site Name	NSLP	SBP	ASP	SNP	FFVP	Version / Status	% Enroll Free / Redc Oct 2017
View Modify	1276 Lockwood Primary	X	X				Original / Pending Validation	50.6203
View Modify	1300 Lockwood Intermediate	X	X				Original / Pending Validation	51.9324
View Modify	1647 Lockwood Middle School	X	X				Original / Pending Validation	46.0733

Add Site Application

Total Sites Enrolled: 3

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School Nutrition Programs

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > Packet Site List - SNP > School Year: 2018 - 2019

VIEW | MODIFY | DELETE

SNP Site Application For School Year: 2018 - 2019

0967 Status: Active
Lockwood Elementary
DBA: Yellowstone County Treasurer
1932 U.S. Highway 87
Billings, MT 59101
Type of Agency: Educational Institution
Type of SNP Organization: Public

1276 Status: Active
LOCKWOOD PRIMARY
1932 U.S. Highway 87
Billings, MT 59101

Version: Original

Program Information

Participating Program(s)

☒ A. National School Lunch Program (NSLP) CFDA #10.555

☒ B. School Breakfast Program (SBP) CFDA #10.553

☐ C. Afterschool Snack Program (ASP) CFDA #10.555

☐ D. Special Milk Program (SMP) CFDA #10.556

Site Food Service Manager

Save Cancel

VIEW | MODIFY | DELETE

School Nutrition Program:

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3. Community Eligibility Program

2018 - 2019 Application Packet

Status: Active
Billings Public Schools
 DBA: Yellowstone County Treasurer
 415 North 30th Street
 Billings, MT 59102
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	Sponsor Application	Original	Error
Add	1. Community Eligibility Provision (CEP) Schedule		Not Started
Details	4. FSMC Contract List		1 Contract
Add	5. Fresh Fruit And Vegetable Program Application		Not Started
Details	6. Checklist Summary (1)		
Details	7. Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	31	0	0	0	0	31

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Click **Add** next to Community Eligibility Provision (CEP) Schedule.

Review the tables with data for the current school year.
 If data is correct, click **Save** and **Finish**.

Community Eligibility Provision (CEP) Schedule
 For School Year: 2018 - 2019

Unsaved Changes

Warning:
 Site grouping, Nbr of Identified Students, or Enrollment data may have changed since the CEP Schedule was last saved.
 The claiming percentages displayed in the Summary below may not necessarily represent the current claiming percentages.
 Save the schedule below to update the claiming percentages appropriately.

Summary Mode: **Auto** [Hide indicators](#)

[Save](#) [Cancel](#)

[VIEW](#) [MODIFY](#) [DELETE](#)

If changes are needed, select **Manual** in the dropdown.
 Select group and data year using the Steps to Manual Mode on the screen.

Click **Save** and **Finish**.

Summary Mode: **Manual** [Hide indicators](#)

Manual Mode Guidance

Steps:

- In the Summary section, select Cycle Year and Data Year for each group
- In the Grouping section, select Group for each site
- In the Grouping section, select Cycle Year and Data Year for each Site not in a group
- [Click here](#) to automatically update the sites Nbr of Identified Students and Enrollment based on Data Year selected (Note: not all sites may have data for the Data Year. You will need to enter data for any sites without values)
- In the Grouping section, update any values for Nbr of Identified Students and Enrollment as necessary

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	1	2018-2019	2017-2018	0	0	0.00	0.00	100.00

Group Count: 1

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping Total Sites: 1

Site ID	Site Name	Group	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
1265	Orchard School	1	2018-2019	2017-2018	0	0	0.00	0.00	100.00

[Save](#) [Cancel](#)

[VIEW](#) [MODIFY](#) [DELETE](#)

School Nutrition Program:

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4. Food Service Management Contract

2018 - 2019 Application Packet

0966 Status: Active
Billings Public Schools
 DBA: Yellowstone County Treasurer
 415 North 30th Street
 Billings, MT 59102
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	1. Sponsor Application	Original	Error
Add	3. Community Eligibility Provision (CEP) Schedule		Not Started
Details	4. FSMC Contract List		1 Contract
Add	5. Fresh Fruit And Vegetable Program Application		Not Started
Details	6. Checklist Summary (1)		
Details	7. Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	2	0	31	0	0	0	31

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Click on **Details**

Please note:
 Use 6. Checklist Summary to upload addendums.

Food Service Management Company Contracts

0967 Status: Active
Lockwood Elementary
 DBA: Yellowstone County Treasurer
 1932 U.S. Highway 87
 Billings, MT 59101
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Company Name	Initial Year	Final Year	Status
View Modify	Lockwood Sodexo	2017-2018	2020-2021	Approved

[Back](#) [Create New Contract](#)

Click **Modify**.

Review Food Service Management Contract information on Lines 1-11.

Click **Save** and **Finish**.

School Nutrition Program:

How-To Submit an Application in MAPS

5. Fresh Fruit and Vegetable Program

Applications | Claims | Compliance | Reports | My Training | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2018 - 2019

2018 - 2019 Application Packet

0966 Status: Active
Billings Public Schools
DBA: Yellowstone County Treasurer
415 North 30th Street
Billings, MT 59102
Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	1. Sponsor Application	Original	Error
Add	3. Community Eligibility Provision (CEP) Schedule		Not Started
Details	4. FSMC Contract List		1 Contract
Add	5. Fresh Fruit And Vegetable Program Application		Not Started
Details	6. Checklist Summary (1)		
Details	7. Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	2	0	31	0	0	0	31

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Click **Add** Fresh Fruit and Vegetable Application.

VIEW | **MODIFY** | DELETE

FFVP Application
For School Year: 2018 - 2019

0966 Status: Active
Billings Public Schools
DBA: Yellowstone County Treasurer
415 North 30th Street
Billings, MT 59102
Type of Agency: Educational Institution
Type of SNP Organization: Public

Contact Information

1. Name: First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

General Information

The school administration and food service agree to implement the Fresh Fruit and Vegetable Program according to the policies and procedures established by the USDA.

5. Describe your program implementation plan that includes efforts to integrate the FFVP with other efforts to promote sound health and nutrition, reduce overweight and obesity, or promote physical activity.

6. Describe your partnership activities undertaken or planned. Schools are encouraged to develop partnerships with one or more entities that will provide non-Federal resources, including entities representing the fruit and vegetable industry and entities working to promote children's health in the community.

Invited Sites

Select	Site ID	Site Name	Status
<input type="checkbox"/>	1597	Alkali Creek School	Active
<input type="checkbox"/>	1585	Arrowhead School	Active
<input type="checkbox"/>	1559	Beartooth School	Active

[Save](#) [Cancel](#)

VIEW | **MODIFY** | DELETE

Enter contact information and general information.

Select which sites will operate FFVP.
Click **Save** and **Finish**.

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6. Checklist Summary—Uploading a document for your Sponsor Application

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet >

School Year: 2017 - 2018

2017 - 2018 Application Packet

0540 Status: Active
Twin Bridges K-12 Schools
 DBA:
 216 West 6th
 Twin Bridges, MT 59754
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➤ Sponsor Application	Original	Error
Details	➤ Meal Pattern Compliance Dashboard		Pending Validation
	➤ Checklist Summary (3)		
	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3

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Show Packet History

Click **Details** next to Checklist Summary.

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > Checklist Summary >

School Year: 2017 - 2018

SNP Checklist Summary

0540 Status: Active
Twin Bridges K-12 Schools
 DBA:
 216 West 6th
 Twin Bridges, MT 59754
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Sponsor	Total Items	Submitted Items	Approved Items
Twin Bridges K-12 Schools	3	0	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Twin Bridges 7-8	0	0	0
Twin Bridges High School	0	0	0
Twin Bridges School	0	0	0

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Click **Sponsor Name** below the Sponsor heading.

Checklist items vary based on Sponsor.

Click the **name of the form** to download an OPI form.

Complete the form and save an electronic copy.

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Applications > Application Packet > Checklist Summary >

School Year: 2018 - 2019

SNP Checklist

0967 Status: Active
Lockwood Elementary
 DBA: Yellowstone County Treasurer
 1932 U.S. Highway 87
 Billings, MT 59101
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Required Forms/Documents to send to MTOPI	Document Submitted to MTOPI	Date Submitted to MTOPI	Document on File w/MTOPI	Status	Status Date	Last Updated By
FSMC Contract(s)	<input checked="" type="checkbox"/>	04/12/2018	<input type="checkbox"/>	Pending Approval	04/11/2018	MAPSTest1
* Free and Reduced Price Application - Request to Change	<input checked="" type="checkbox"/>	04/12/2018	<input type="checkbox"/>	Pending Approval	04/12/2018	MAPSTest1

* Item is not required for submittal or approval.

Action	Checklist Item	Comment	Attachment Date/Time
	There are no attachments		

Save Cancel

Click on the **blue paper clip** to upload a document. This action opens a window that will allow you to select a file to upload from your computer. Select the appropriate file and click **Save** and **Finish**. The file will display as an attachment on the bottom of the page.

Check the **box** under **Document Submitted to MTOPI**. Date will populate in **Date Submitted to MT OPI**.

Repeat these steps for each checklist item.

Once all items have been uploaded, click **Save**.

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7. Attachment List

This section does not need to be completed.

Submit Completed Application Packet

Submit your application packet after all sections are completed and you see a green check mark.

If you see a red arrow, it means there are **errors** or incomplete data that needs to be fixed before your application packet can be submitted.

School Nutrition Programs

2017 - 2018 Application Packet

0890 Status: Active
Fairfield Public Schools
DBA:
13 7th Street
Fairfield, MT 59436
Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date: 05/21/2017
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 2	Not Submitted
View	✓ Fresh Fruit And Vegetable Program Application		Approved
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (3)		

SNP Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	3	0	0	0	0	0	3

< Back **Submit for Approval**

Click the red **Submit for Approval** button at the bottom of the Application Packet.

Click **OK** in the popup box that asks if you are ready to submit your application.

Your application packet is now submitted to OPI and is under review.

Important Notes

Once your application is approved by the State Agency:

You may revise your agreement to make updates. Each time a revision is started or submitted the OPI office will need to review and approve the revision.

Please note: The system will automatically create a revision each time you click Revise. If you accidentally click revise when you just want to view, please delete the revision.

This institution is an equal opportunity provider.